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| **TITLE:** Procurement Officer |
| **TEAM/PROGRAMME:** Ops – Supply Chain  | **LOCATION:** Co Kabul, Afghanistan |
| **GRADE**:  | **CONTRACT LENGTH:**  |
| **CHILD SAFEGUARDING:**Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check  |
| **ROLE PURPOSE:** The Procurement Officer (Sourcing) will receive procurement requests and ensure that procurement policies and procedures are followed on time, in compliance with donor rules and according to procurement plans. S/he will ensure that all procurements are made with the correct supporting documents attached, and promote a culture of ‘zero tolerance’ with regards to corruption, fraud, interference or bribery in Afghanistan. S/he will maintain high sourcing standards, and support the Senior Supply Chain Officer to ensure programmes are well-supported to complete activities.  |
| **SCOPE OF ROLE:** **Reports to:** Procurement Coordinator**Staff reporting to this post:** NA)**Close working relationships:** Finance, HR, Programme Operations, Supply Chain**Budget Responsibilities:** |
| **KEY AREAS OF ACCOUNTABILITY:****Sourcing** * Receive and/or be assigned to new procurement requests by the Procurement Coordinator.
* Ensure that buying staff receive quotations and/or make purchases from a diverse range of suppliers that are vetted and represent best value for money.
* Organise procurement committee meetings and facilitate the opening of bids.
* Lead on the development of well-recorded and well-written Competitive Bid Analysis and Minutes of the meeting to record why and how purchasing decisions have been made.
* Review all documents before sending to Procurement Coordinator for final pre-payment check.

**Tracking*** Update the procurement tracker daily and share with provincial staff on a weekly basis.

**Asset Management*** Ensure that all SCI program assets are logged on the programme asset register and issued with unique SCI Asset ID numbers. Maintain tracking system of all equipment issued to the staff and that staff are trained in the use and care of equipment issued to them
* If an asset is procured at the provincial office level, it has to be immediately reported to the CO Asset Management focal person.

**Miscellaneous** * Promote the inclusion, empowerment and promotion of female staff as equal colleagues within the workplace.
* Maintain a very well organized filing and documentation system, hard and softcopies, for all Procurement processes documents including PR, Quotations, POs/Contract, suppliers’ delivery notes, and other documents related to supply chain.
* Scan all procurement and payment documents and record the soft copies in appropriate HDD.
* Any other tasks assigned by supervisor.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** * Undergraduate degree in relevant subject
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| **EXPERIENCE AND SKILLS****Essential*** 3+ years of experience in supply chain
* Good communication and interpersonal skills
* Positive experience in managing others
* Ability to work under pressure
* Ability to work as a team player
* Fluent in Pashto and/or Dari with skills in English
* Good self-starter with effective time management skills
* Strong skills in coordinating and collaborating with others in partnership
* Positive, solution-driven, respectful and with a ‘can-do’ attitude
* Strong IT skills (e.g. Word, Excel, Powerpoint)
* Ability and willingness to travel within Afghanistan

**Desireable*** Experience working in humanitarian emergencies across multiple areas of Afghanistan
* Previous experience in NNGOs/INGOs, UN etc.
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** | **Date:** |
| **JD agreed by:** | **Date:** |
| **Updated By:**  | **Date:**  |
| **Evaluated:** | **Date:** |